



DEPARTMENT OF THE ARMY  
Headquarters, Engineer Brigade, 1<sup>st</sup> Armored Division  
Unit 24141  
APO AE 09169



## COMMAND POLICY

POLICY NUMBER: 6-5	Proponent: AETV-THQ- EO	Date: 1 November 2005
SUBJECT: Command Policy Memorandum, Open Door Policy		
REFERENCE:		
PURPOSE: To outline the Brigade Commander's open door policy.		
<p>GENERAL:</p> <p>1. Applicability: This policy applies to all military and civilian personnel in Engineer Brigade, 1<sup>st</sup> Armored Division. The term "civilian personnel" includes Department of the Army, Department of Defense, and other U.S. government employees, and family members.</p> <p>2. Policy:</p> <p>a. In my experience, the majority of problems are due to poor communication, which can often be resolved by open discussion. However, there will be times when this is not possible, because the matter is too delicate, or the individual feels that the supervisor is not responsive or is part of the problem. In such instances, I am always available to listen to Soldier and civilian personnel individual concerns. While I will not make it mandatory that you first see your chain of command or supervisor, I strongly recommend you allow them the first opportunity to resolve the matter. You may still bring your concerns to me thereafter, if your chain of command or supervisor is unable to resolve the matter satisfactorily.</p> <p>b. When you wish to personally speak with me, you may take any opportunity to see me in the motorpool, at the range, or whenever informally. If you find it necessary to see me in my office, please schedule an appointment. I will try to resolve issues that you bring to me in a way that does not compromise you or your chain of command or supervisor. Personnel who are pending any judicial, non-judicial or adverse administrative action, or involved in an ongoing criminal investigation will coordinate through the Brigade CSM or S-1 to schedule an appointment.</p>		



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3. A copy of this memorandum will be posted on all official unit bulletin boards.
4. POC fro this memorandum is the Brigade Adjutant, (DSN) 343-9463.

IRON SAPPERS!

//ORIGINAL SIGNED//  
JAMES D. SHUMWAY  
COL, EN  
Commanding

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